



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	December 1, 2011	<b>Closing Date:</b>	December 15, 2011
<b>Job Title:</b>	Paternity/Support Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059758	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Wicomico County Salisbury, Maryland	<b>Grade/Entry Salary:</b>	J06 \$28,703 - \$34,010 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Process all paperwork for paternity and child support cases from beginning to close. Verify pleadings, enter docket information into the computer system and issue appropriate paperwork. Establish new case folders for the new cases. Updates the docket on existing cases as pleadings are received. Prepare, maintain, retrieve and return case files as needed. Prepare appealed cases by processing appeal, marking on calendar, preparing index, mailing copies and mailing file to COSA. Copy and file as necessary. Prepares and issues summonses, writs, warrants and orders. Assists the public, attorneys and court personnel in person and on the phone. Assist in other areas of the Clerks Office as needed.

**Education:** High School diploma or GED.

**Experience:** One year of related experience.

**Preferred:** Prior legal experience.

**Skills & Abilities:** Ability to learn and apply job-related terminology. Ability to effectively communicate in a patient and tactful manner with customers and co-workers. Ability to convey directions, instructions, and information to the public clearly and concisely using proper word tense and intonation. Ability to define problems, collect data, establish facts, and draw valid conclusions. Must be detail oriented with the ability to review comments and notations and record essential information. Ability to use independent judgement to discern pertinent information. Ability to set priorities, simultaneously process multiple duties and responsibilities as well as work efficiently with considerable time constraints. Ability to follow numeric and alphabetic order. Ability to learn court specific software applications. Ability to type and operate a personal computer. Ability to enter data at a rate of 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a alphanumeric data input test, not to exceed 5 minutes. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Wicomico County  
PO Box 198  
Salisbury, MD 21803-0198  
Attn: Mark Bowen, Clerk of the Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.